




STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

EUGENE A. CONTI, JR.  
SECRETARY

March 12, 2010

To: Location & Surveys Staff

From: Charles W. Brown, PE, PLS   
State Location & Surveys Engineer

Subject: Pers 2010-1  
Allowable Overtime

For the Location & Surveys Unit, any official overtime (paid or compensatory time) must have prior approval from the Branch office. The request for this overtime for a project or seasonal activity emanate from the Unit Head or Assistant Unit Head. Unofficial overtime compensated by compensatory time may be approved by the Group Leader and Regional Engineer without Branch approval.

In all cases (official or unofficial), all staff should adhere to the following guidelines:

- 1) Up to 8 hours Overtime (48 hour week) must be approved by the Group Leader
- 2) 8-15 hours Overtime (48-55 hour work week) must have prior approval by Regional Engineer
- 3) Over 15 hours overtime (more than 55 hour work week) must have prior approval by Unit Head/Asst. Unit Head.
- 4) No single workday shall consist of more than 10 hours unless additional hours are as a result of extended travel to/from the project. No single day should ever be greater than 11 hours (including travel) without prior approval of Regional Engineer.

This policy does not apply to staff not in an overtime-eligible category.

Thank you for your cooperation in implementing this procedure. Please do not hesitate to contact me with any questions or comments.

CWB